



ENGINEERING SERVICES ADMINISTRATOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize, manage, direct, and supervise Informational and Technical Services Section within the Engineering Division of the Public Works Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

Supervision Received and Exercised:

Receives direction from the Deputy Public Works Manager - Engineering.

Exercises direct supervision over Information and Technical Services staff of Engineering.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Supervises administrative, professional, and technical employees involved in conducting land surveys; GIS technical mapping operations of the Public Works infrastructure in the City; and real estate activities which include property management, title, acquisition, appraisal, relocation, improvement districts and platting activities.
- Meets with City officials, department representatives, property owners and their agencies to discuss and resolve problems of right-of-way, mapping, surveying or other property requirements for municipal installations, and problems related thereto.
- Plans, directs, coordinates, authorizes, and approves the negotiations of agreements for acquisition of land rights and improvements. Supervises the preparation and review of contract drawings and documents.
- Directs, reviews, and certifies land surveys completed by City personnel.
- Testifies in court matters relating to the activities of the section.
- Review and evaluate work products; implement policies and procedures.

Effective March 1998

Revised February 2001

Revised November 2001 (range adj due to market)

Revised Dec 2001 (title change)

Reclassified Aug 2003 (title change – formerly Engineering Supervisor)

Revised May 2005

Revised October 2005

CITY OF TEMPE

Engineering Services Administrator (continued)

- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Request, negotiate, and approve consultant proposals to provide supplemental surveying, land acquisition, right-of-way, and GIS services; monitor the performance per contract agreements of consultants selected.
- Resolve work problems; interpret and enforce administrative policies and contract specifications and codes to subordinates, other departments, consultants, contractors, and the public.
- Direct, oversee, and participate in the development of the land services work plan; schedule, research, and prioritize City survey and real property projects; assign work activities, projects, and programs; monitor work flow; monitor surveyors and real estate consultants working on City projects.
- Establishes goals and strategies to meet short-term and long-term GIS mapping, surveying and real estate objectives.
- Supervise and oversee the administration of contracts and agreements; oversee and assist in the preparation of requisitions for payment for contracted services; administer funding and payment activities; maintain current project cost records; process necessary funding adjustments.
- Supervise and oversee various City projects and programs including the City's Improvement District Program, the City's Addressing Program, Project Management System, the development and implementation of automated equipment and programs, and the issuance of permits in public rights of ways.
- Prepare legal description as needed, calculate assessments, and maintain identification records in improvement and special assessment districts.
- Supervise and oversee public information activities; answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints; represent the City at regional project coordination meetings; attend City Council meetings for special project coordination or public hearings.
- Perform related duties as required.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

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CITY OF TEMPE
Engineering Services Administrator (continued)

Five years of increasingly responsible civil engineering work, including two years of supervisory experience.

Training:

Equivalent to a Bachelor of Science from an accredited college or university with major course work in civil engineering or related field. A degree in business administration, public administration, or related field is acceptable for the Engineering Services Administrator in Engineering Services.

Licenses/Certifications:

Possession of a Certificate of Registration as a professional civil engineer or, land surveyor (RLS) in the State of Arizona preferred.

Possession of, or the ability to obtain, an appropriate, valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 6040

FLSA: Exempt

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